

## **Submission Instructions for COVID Video Message from Fellows**

Please read the following carefully in creating and submitting your video message.

### **1. CREATING YOUR VIDEO**

- 1) LENGTH:** **2 minutes** or less
- 2) CONTENT:** Your message should include the following three topics:
  - a. Short self-introduction, such as your name, affiliation, research area, or activities
  - b. Topic related to COVID-19, such as the current situation where you live, how the pandemic has affected you, or your thoughts on the coronavirus, either from a specialist or personal point of view
  - c. Message to encourage other fellows around the world. Non-verbal messages, such as a musical performance, are also welcome.
- 3) LANGUAGE:** English
- 4) FORMAT:** Videos should be in a format that can be uploaded to YouTube. Refer to the following URL for YouTube-supported file formats  
<https://support.google.com/youtube/troubleshooter/2888402?hl=en>
- 5) SUBMISSION DEADLINE:** February 28, 2022
- 6) TOTAL NUMBER OF VIDEOS TO BE POSTED:** Up to 100

### **2. PLEASE ALSO SUBMIT**

- 1) A TITLE** of your video message: **Maximum of 12 English words**
- 2) A VISUAL IMAGE** to be used as a thumbnail on the Sylff website: JPEG, GIF, or PNG file format; at least 343 × 245 pixels; and a horizontal aspect ratio of 1.4:1

- 3) **BIO:** If you don't have a profile page on the Sylff website yet, send a brief bio and portrait photo (a head shot, preferably of over 350 × 350 pixels). A profile template is available at <https://www.sylff.org/fellows/>. A link to your video will be also posted on your profile page.

### 3. How to Share

Submit your videos through Google Drive only. Please do not send by email.

First create a folder containing the video, visual image, short bio, and portrait photo. Be sure the name of the folder and each file contains your name and the name of your Sylff institution (e.g., James White\_ABC University) so we know who submitted the data.

Type in the title of your video in the "Message" section of Google Drive. Refer to the following instructions for details about sharing your video.

Please note that the business edition of Google Workspace used to receive your videos has enhanced data protection and security.

### 4. Miscellaneous

By submitting your video, you agree that the Sylff Association secretariat may use your video for the purpose of promoting the Sylff Program, such as by uploading it on the Sylff YouTube channel and featuring it in other promotional media owned by the Sylff Association secretariat.

The copyright belongs to the video producer. The Sylff Association secretariat will remove the video from the Sylff website and other media channels if the video producer expresses such a wish, in writing, to the secretariat.

The Sylff Association secretariat reserves the right not to publish videos that are deemed to show lack of tolerance for any group on the basis of their race, color, sex, sexual orientation, national origin, ethnicity, age, religion, culture, or disability.

It is the video producer's responsibility to obtain permission, when required, for the use of materials created by others, including visual images.

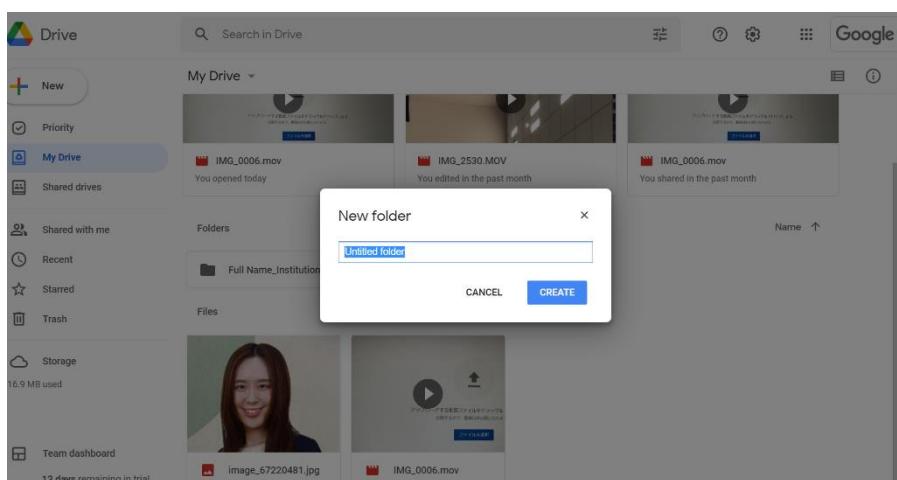
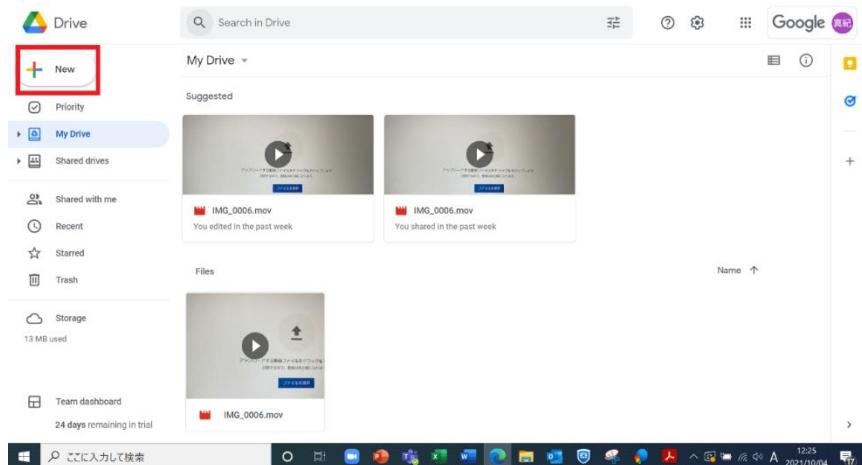
## Instructions: Sharing Your Videos via Google Drive

### Sharing Files via Google Drive

**PC**

- ① Open “My Drive” in your Google Drive account. Press “+ New” and choose “**Folder Upload**” to upload your folder containing all files you wish to submit, including the video, visual image, short bio, and portrait photo (if necessary).

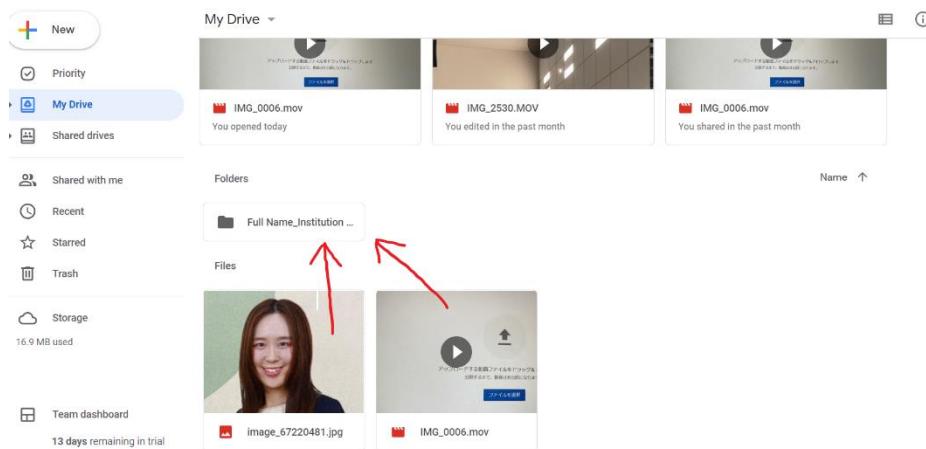
**★IMPORTANT:** Name your folder and files as follows:  
“First Name\_Last Name\_Sylff Institution Name”



You can alternatively upload each file separately by pressing “+ New” and choosing “File Upload.” Create a new folder by right clicking anywhere in “My Drive” and move individual files to the folder.

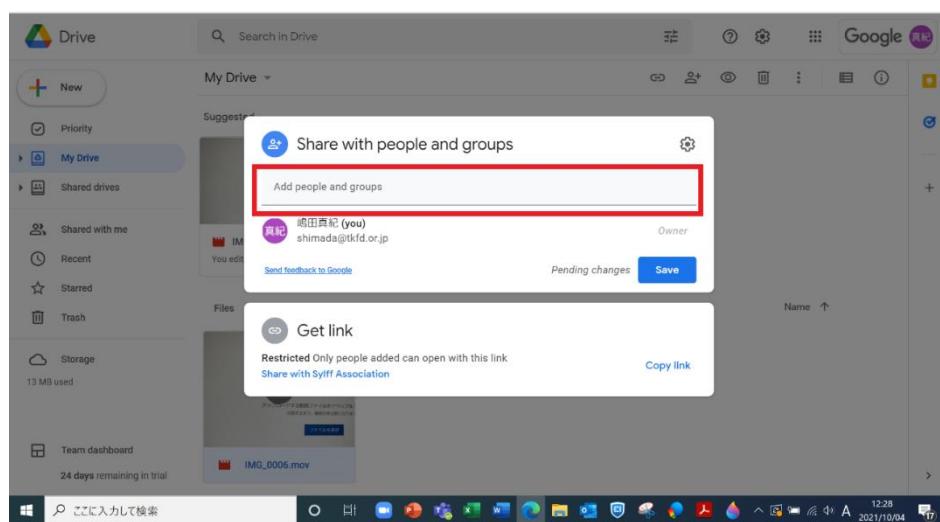
★IMPORTANT: As in the above example, name your folder and files as follows:

“First Name\_Last Name\_Sylff Institution Name”

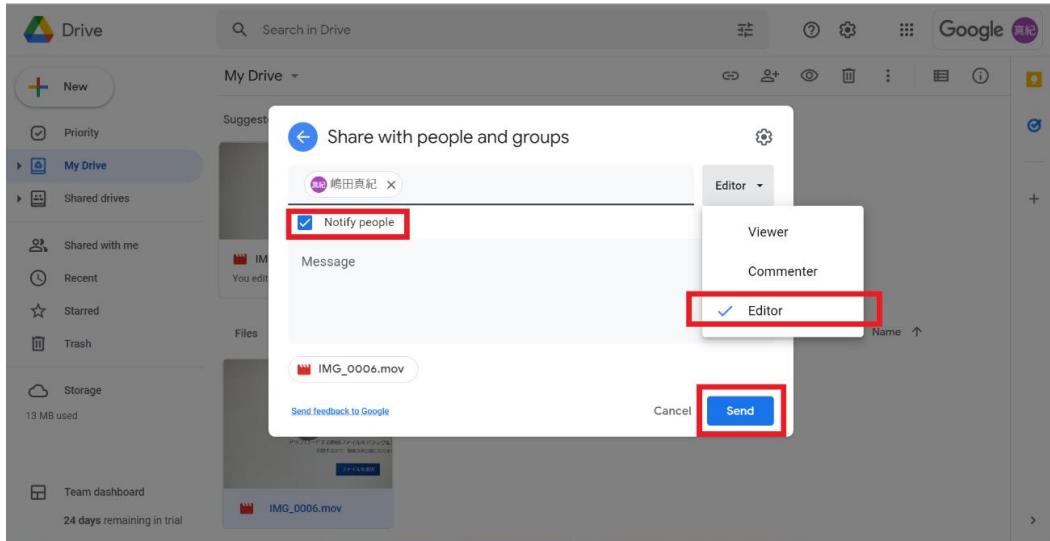


You are now ready to share the folder.

- ② Right-click the folder and select “Share.”
- ③ Add [covid-vlog@sylff.org] in the space for “Add people and groups.”



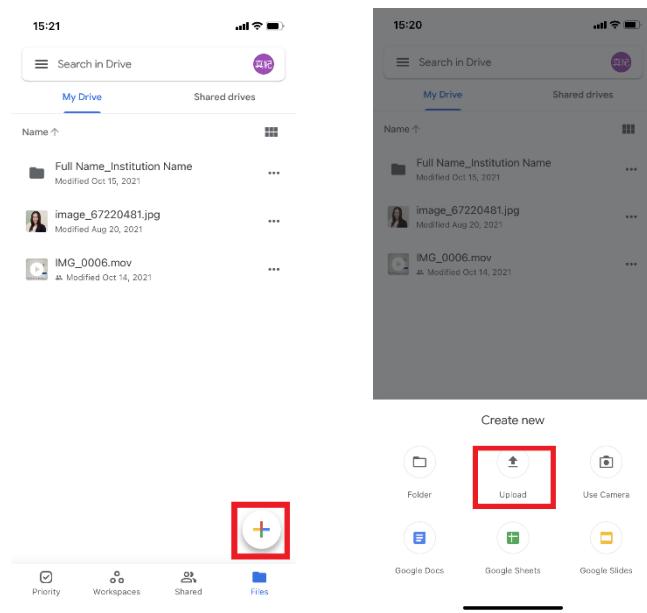
- ④ On the same page, do not forget to confer “Editor” status to the file recipient and choose “Notify people.”



- ⑤ ★IMPORTANT: In the “Message” section, write (1) your full name, (2) the name of your Sylff institution, and (3) the title of your video message (max. 12 English words).
- ⑥ Confirm step (4) above and press “Send.” You have successfully shared your video file with us.

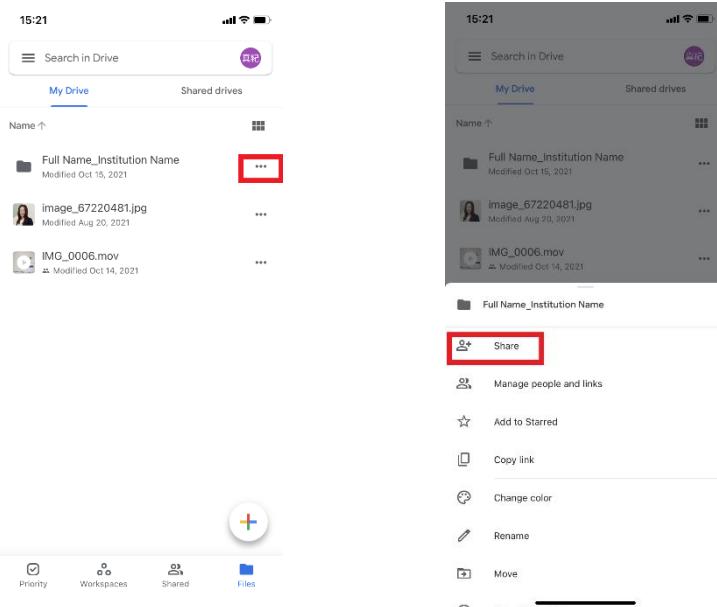
**iPhone**

- ① Open “**My Drive**” in your Google Drive account. Press “+” to upload your folder or, as with the PC version, create a folder first and **name your folder and files according to the instructions given above (“First Name\_Last Name\_Institution Name”)**. Upload individual files, and then move the files to the folder.

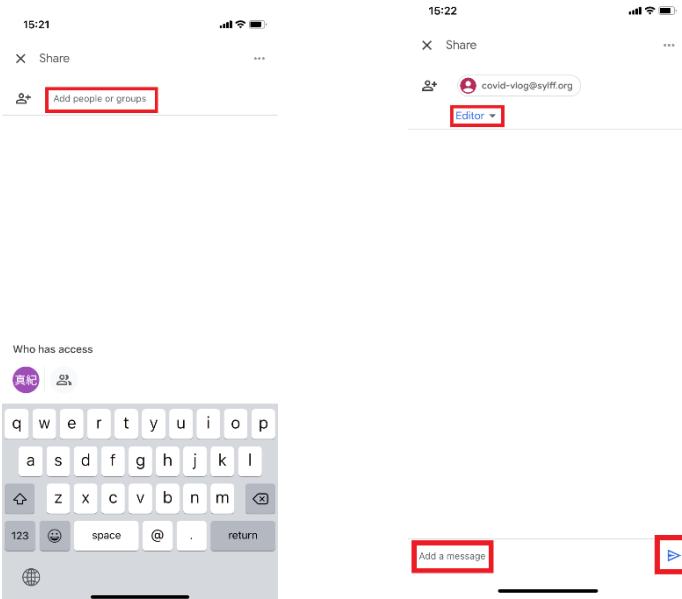


- ② After choosing your folder or files, click “**Upload**.”
- ③ Select “**Photos and Videos**.”

- ④ After uploading the video, click “...” beside the video title and select “Share.”



- ⑤ In the “Add people or groups” section, add [[covid-vlog@sylff.org](mailto:covid-vlog@sylff.org)]



- ⑥ Make sure to confer “Editor” status to the file recipient and press “Send.”  
You have successfully shared your video.

## References

1. How to Add Google Drive to the Files App on iPhone or iPad

<https://www.wikihow.com/Add-Google-Drive-to-the-Files-App-on-iPhone-or-iPad>

2. How to Share Folders, Files, and Documents on Google Drive

<https://www.howtogeek.com/727849/how-to-share-folders-files-and-documents-on-google-drive/>

Google Drive Help

<https://support.google.com/drive/answer/2494822#zippy=%2Cshare-multiple-files>

YouTube

[https://www.bing.com/videos/search?q=how+to+share+files+on+google+drive&docid=608022156424516344&mid=1D40489CAFF14E10C4271D40489CAFF14E10C427&view=detail&FORM=VIRE](https://www.bing.com/videos/search?q=how+to+share+files+on+google+drive&docid=608022156424516344&mid=1D40489CAFF14E10C4271D40489CAFF14E10C427&view=detail&F ORM=VIRE)

## Inquiries

Please send email with [COVID Vlog] in the subject line to:

[covid-vlog@sylff.org](mailto:covid-vlog@sylff.org)

This email address is used to receive your videos.

Do NOT send your data to [sylff@tkfd.or.jp](mailto:sylff@tkfd.or.jp).

Sylff Association Secretariat